



Banning Government Access Channel Message Request Form

Guidelines:

- Maximum air time of up to 2 months. (Unless notified by submitter for an extension)
(Exceptions included but not limited to: Local, State, or Federal Government)
 - Community organizations that are registered as non-profit.
(Non-profit number is strictly required)
- This form **MUST** be received at Least one (1) week prior to the requested air date.
 - Flyers will **NOT** be accepted in lieu of this Form, but they can be attached.
 - Use complete words, no abbreviations.
 - A character represents - 1 letter, 1 number, 1 punctuation mark, or A space.
- JPEG & PowerPoint 2007 or older files may be submitted electronically along with a completed form. Submitted electronic files will need to meet specifications provided below to be approved for air.

Accepted Format

Event Title or Organization Name: (Not to exceed 37 characters)

Short Description of Event or Services provided: (Not to exceed 156 characters)

Time of Event: (Not to exceed 26 characters)

Location of Event: Time of Event: (Not to exceed 26 characters)

For more information regarding event, contact: Time of Event: (Not to exceed 33 characters)

Organization:	Address (Include City & Zip)	
Today's Date:	Non-Profit Number:	Request Air Date: (ex: 1/3/09 thru 4/3/09)
Contact Person:	Telephone Number:	Signature:

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 * Phone: (951) 922-3195 * Fax: (951) 922-3128 "Attention Channel 10"
 * Email: support@ci.banning.ca.us